

[Your Radio Station Logo]
[Radio Station Name]
[Station Frequency]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Website URL]

[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
Dear [Recipient's Name],
[Content of the letter goes here.]
Sincerely,
[Your Name]
[Your Title]
[Radio Station Name]